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WELCOME TO SPRINGS VALLEY COMMUNITY SCHOOL CORPORATION

Mission Statement

Inspire creative learning.

Prepare accountable and responsible digital citizens.

Achieve classrooms conducive to balance learning.

Succeed in producing lifelong learners.

Introduction

This handbook contains valuable information that will help you, as a support staff employee, understand the operation of our schools and to become familiar with our employment policies and procedures.

Please become familiar with the policies and procedures outlined in this handbook. If you have any questions about information in the handbook, please discuss them with your immediate supervisor or building administrator. Policies in their entirety can be located at www.svalley.k12.in.us and at the Administration Office.

This is not intended to be an all-inclusive list of policies and procedures of this Corporation. It is a guide to help answer the most commonly asked questions and set forth the guidelines under which the Corporation operates.

Springs Valley Community School Corporation reserves the right to administer, interpret and modify or deviate from the handbook as it deems appropriate, and these changes may be made with or without notice. This handbook should not be interpreted as an employment contract. The employment relationship is and remains at-will, subject to termination by the employer at any time for any reason. You also may terminate your employment at any time without cause.

Effective July 1, 2018
Adopted August 13, 2018

Board of School Trustees

Justin Winger, President
Jennifer Shipman, Vice President
Dustin Farris, Secretary
Chris Burton, Member
Cheryl Lynch, Member
Todd Marshall, Member
Ralph Purkhiser, Member

The Board of School Trustees' goal is to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board believes that all employees, parents/guardians and students are entitled to be treated, and obligated to treat others, with courtesy, fairness and decency. Only with the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all students to achieve their maximum potential as students, as citizens, and as productive members of society.

Administration/Supervisors

Tony Whitaker	Superintendent
Kyle Neukam	Jr/Sr High Principal
Daniel Wolford	Jr/Sr High Assistant Principal
Trevor Apple	Elementary Principal
Fred Carnes	Building and Grounds
Missy Campbell	Cafeteria
Jeff Kerby	Technology

GENERAL INFORMATION

Equal Employment Opportunity

Springs Valley Community Schools Corporation is an equal opportunity employer. The Corporation will provide each qualified employee with the opportunity to succeed on their own merit without regard to their race, color, creed, national origin, age, sex, or handicap condition.

Anti-Harassment

Springs Valley Community Schools Corporation opposes all forms of discrimination and harassment in the work place. Harassment will not be tolerated. To that end, any employee who has been subjected to harassment or is aware of its existence is required to report the alleged situation immediately to their supervisor. It is the employee's right and responsibility to report all instances of misconduct. If the immediate supervisor is the accused harasser, the employee shall report the misconduct to the Superintendent of Schools. All reported situations shall be timely investigated. Appropriate action, corrective and/or disciplinary, will be promptly executed. Refer to corporation policy 4362 for more information.

Anti-Sex Discrimination Training of Corporation Personnel

The Corporation provides mandatory in-person training to all staff at Springs Valley Jr.-Sr. High School that covers: the Corporation's anti-sex discrimination policies and grievance procedures; the obligation of responsible employees to report sexual harassment; how to recognize and identify sexual harassment; the Corporation's responsibilities under Title IX to address such allegations; the reporting obligations of Corporation staff; and the relevant resources available.

Reporting Threats and Intimidation of School Employees

Any employee who has knowledge of a school employee being the subject of a threat or an act of intimidation shall report orally this knowledge to the building administrator and to the local law enforcement agency. The building administrator upon receiving such a report shall also make an oral report to the local law enforcement agency.

Any person who reports a threat or an act of intimidation against a school employee, or who participates in any judicial proceeding or other proceeding resulting from such report, is immune from any civil or criminal liability that might otherwise be imposed because of such actions, provided that the individual is acting in good faith. Refer to corporation policy 4362.01 for more information.

Complaint and Communication Procedure

All employees with complaints or suggestions should initially share the same with their immediate supervisor. If the complaint is in regards to the immediate supervisor or the immediate supervisor does not satisfactorily meet the employee's concerns, the communication may be filed with the Superintendent of Schools either personally or in writing as deemed appropriate by the individual. If the employee's needs are still not satisfactorily met, the employee may appeal to the Board of Education.

Building Security

If you have access to the building during "locked" hours, be sure that you follow all procedures for securing the building and that the doors are locked at all times. We follow this security procedure to protect our property, as well as, employees and volunteers who may be working outside regular working hours.

The issuance of building keys (key fob) may be limited in order to maximize facility security. A record of all key fobs is maintained, and key fob activity is monitored. If you are authorized to have a key, you will be held responsible for any unauthorized use of that key. If your key fob is lost or stolen, you must report it immediately to your Supervisor. If you find a key fob, please turn it in to your supervisor immediately.

Employee Safety and Employee Injuries

Springs Valley Community School Corporation is committed to maintaining a safe and clean work environment. We expect everyone to share in this commitment. It is your responsibility to report any unsafe or potentially unsafe situations or conditions. All employees on the payroll of the Springs Valley Community School Corporation are covered by Workman's Compensation. Any employee who has a job-related injury must report that injury in the following manner and according to the following time lines:

After notifying your immediate supervisor or building principal and seeking treatment for the injury, an employee must notify the Administration Office either by telephone or in person (Preferably in person) in order that the proper forms may be completed and then sent to the insurance carrier within five (5) working days from the time of the injury. Without filing the proper forms with the insurance company, Workman's Compensation claims may not be paid.

If you have any questions or are in need of further information, please contact the corporation office at 812-936-4474.

Employee Drug and Alcohol Policy

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting that meets the requirements in the Drug-Free Workplace Act and Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance and alcohol, and any drug paraphernalia by any member of the Corporation's support staff at any time while on Corporation property or while involved in any Corporation-related activity or event. An employee who reports for duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that ensure each staff member is given a copy of the standards regarding unlawful manufacture, possession, use, distribution, or dispensing of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if needed, which comply with the terms of any negotiated agreement, if applicable, and with other related Corporation policies.

Smoking Policy

The Board recognizes that the use of tobacco presents a health hazard that can have serious consequences both for the user and for the nonuser and is, therefore, of concern to the Board. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by support staff members at all times within any facility owned, leased, or contracted for by the Board.

The Board also prohibits the use of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

The Superintendent and building principals shall ask an individual who is smoking in violation of this policy to refrain from smoking and cause to be removed from Corporation property an individual who is smoking in violation of this policy and fails to refrain from smoking after being asked to refrain from smoking.

Training in Health Precautions for Communicable Diseases

Springs Valley Community Schools Corporation will provide training in health precautions for communicable diseases for all employees, except bus drivers who will receive training in state-mandated summer workshops sponsored by the Division of School Traffic Safety.

Training will be conducted prior to the beginning of the school year. Any new employee entering Springs Valley Community Schools Corporation after the initial training session will receive training from the corporation nurse.

The corporation will provide proper equipment and cleaning agents for personnel being exposed to blood or other body fluids. Locations where equipment and cleaning agents are stored will be included in training sessions.

Attendance recorded of those employees participating in the training sessions will be maintained in the Nurse's Office.

Springs Valley Community Schools Corporation will require the use of universal precautions, as defined in the training session, when an individual has direct contact with blood or other body fluids.

Reporting Dangerous Communicable Diseases

Any employee who receives a report that a student or employee has a dangerous communicable disease shall immediately disclose this information to the Superintendent of Schools or his designee.

Criminal History Information

To help ensure a safe environment, it is the policy of the Springs Valley Community School Corporation to require each individual hired for employment to provide the School Corporation a copy of the individual's extended criminal history. The extended criminal history submitted to the Corporation must be not more than twelve (12) months old.

A link for obtaining Criminal History information is provided on the Springs Valley Community School Corporation website.

All costs of obtaining the extended criminal history are the responsibility of the employee.

Any entity which has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school must provide to the Corporation criminal histories for such employees. The entity and/or the entity's employees is responsible for all costs associated with obtaining the limited criminal histories. Information obtained from a criminal history is confidential and shall not be released or disseminated.

All school employees and individual or entities who have contracts for services with the Corporation are required by state law to report convictions of certain crimes enumerated in state law to the Corporation.

Personal Appearance

Some people may make a decision about the effectiveness of our school based on their visual perception of our buildings and or individual personal appearance. Therefore, it is very important that all of us project a positive image to visitors and students. We request that you dress appropriately for an educational environment, use good taste and judgment about a clean and neat personal appearance. If you have questions concerning your attire, please speak with your immediate supervisor.

When speaking with a staff member, student, parent, or community member, be sure you are positive, helpful, and polite. If you cannot satisfy him/her with a considerate and courteous answer, refer him/her to your supervisor. If you are discourteous to staff members, students, parents, or community members, disciplinary action may be taken. We educate students; first impressions are powerful and lasting. Be sure that the first impressions you give are professional and positive.

Confidentiality Issues

Employees are expected to maintain confidentiality regarding students and staff in each building. Any employee who shares confidential information with another person not authorized to receive the information may be subject to discipline leading up to termination. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other record information. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Cell Phone Use

The temptation to make personal calls or access the internet via a personal communication device is hard to resist for even the most conscientious of employees. These practices waste significant Corporation money and time. More seriously, as more laws are enacted governing the use of cell phones, employers find themselves accountable for their employee's actions such as neglect when using a cell phone instead of serving or supervising students. Springs Valley Community Schools Corporation employees are expected to use their cell phone when on break or away from your immediate responsibilities. Refer to corporation policy 7530.02 for more information.

E Mail

All employees are expected to use good judgment in using e-mail and to avoid indiscretions such as offensive or inappropriate messages. E-mail messages should be used for school business. Misuse of e-mail may result in disciplinary action up to and including termination.

Computers, laptops, and any other device that access the internet through the school's infrastructure that are the property of Springs Valley Community Schools Corporation may not be used to download, store, and/or transmit graphics, text, or media that are adverse to community values. These include but are not limited to pornography, illegal drug production or use, bomb production, or hatred. Employees who intentionally violate this policy will be subject to disciplinary action. Refer to corporation policy 7540.05 for more information.

Child Abuse Reporting

If you have any reason to believe a student may be a victim of abuse or neglect, you are **required** by law to report it to your supervisor or building principal immediately. Your principal is trained in how to handle such matters. Reporting will not put your employment in jeopardy. You may also contact the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556. Refer to corporation policy 8462 for more information.

Evaluation

All employees will receive a yearly evaluation completed by the immediate supervisor, principal, and/or superintendent. (See page 23 for evaluation form)

Direct Deposit

Direct deposit to your checking or savings account at the bank of your choice is mandatory for all employees of Springs Valley Community School Corporation. If you want to change the destination of your payroll check, you will need to complete a Direct Deposit Authorization Form.

A copy of a voided check must be attached to the Direct Deposit Authorization Form. Do not close your existing direct deposit account until you are sure your request to change accounts has been successfully processed, and you are receiving payments into the new account.

On pay dates, you will need to access the doculivery website to obtain your direct deposit advice. The advice notice lists all pertinent payroll information for the respective pay period including check date and number, wages, compensation, voluntary and involuntary deductions and year-to-date wages, tax information, and leave day balances if applicable. The web address is <https://my.doculivery.com/External/svalley/Login.aspx> Please contact the corporation office for ID and password information.

Hours and Days

1. Secretarial and clerical staff work 8 hours per day as follows:
 - a. Corporation Treasurer and Deputy Treasurer – 260 days
 - b. Elementary and High School Treasurers – 225 days
 - c. Guidance Secretary – 205 days
 - d. Elementary Secretary – 195 days
 - e. Athletic/Jr. Sr. High Secretary – Days dependent on length of athletic seasons. Athletic Director will decide on a yearly basis.
 - f. School Nurse – 184 days
 - g. Custodial – 260 days
 - h. Band Instructional - Determined by immediate supervisor.
 - i. Technology - as per contract
2. Classroom Instructional Assistants – 180 Days - 32 hours per week when students are in attendance (29 hours per week during 1st 3 months of employment)
3. Supervisory Instructional Assistant – Hours per day to be determined by administration on days students are in attendance.
4. Cafeteria Supervisor – Determined by administration
5. Cafeteria Staff – 183 days – Hours determined by administration

Beginning and ending of each workday and work year will be determined by immediate supervisors.

Support Staff day will include a lunch period of at least thirty (30) consecutive minutes between the hours of 10:00 and 2:00.

The workweek shall be for the period of Sunday through Saturday.

Overtime pay for hourly employees will be paid at the overtime-hourly rate once an employee has physically worked 40 hours within that workweek.

Work Days When School Is Not In Session

On days when school is closed by order of the School Corporation or health authorities, the following employees shall report to work: maintenance personnel/custodians, School Corporation Treasurer, and Deputy Treasurer.

Clerical staff shall report to work at the discretion of the Principal and/or Superintendent. All other support staff shall not report to work on said days. These employees will not be paid when schools are closed because of adverse weather conditions, but will be paid when these days are rescheduled. Instructional assistants, when coming to work on a shortened schedule, may extend their workday to the end of the school day with Principals approval. Staff may not work more hours than their normal day.

When school is closed by order of the school corporation or health authorities, only those employees who actually work will be paid for said days.

However, if weather conditions make travel impossible, the Superintendent may declare an emergency. When an emergency is declared, the employees listed above who normally report to work when school is closed, shall not be required to do so and will be paid for said days.

Termination and Suspension

Whenever an employee's job performance becomes unsatisfactory or no longer needed, the employee may be discharged, as long as the discharge does not violate statutory public policy. An employee may be suspended without pay for just cause. Upon suspension, the employee may file a written request for a hearing with the Superintendent of Schools within five (5) days of said suspension.

The school corporation may follow a system of progressive discipline geared to correct rather than penalize employees. This discipline includes but is not limited to the following:

1. **VERBAL COUNSELING/ORAL WARNING** – It consists of verbal conference with the employee.
2. **WRITTEN WARNING** – This is a formal notice of a performance problem or inability to follow established policy. It serves as notice that continued infractions cannot be tolerated.
3. **PROBATION** – You may be placed on probation in connection with the written warning for a period of time determined by your supervisor (principal).

4. **SUSPENSION** – Suspension may be invoked in unusual circumstances when in the best interest of the school. The length of the suspension will be at the discretion of the superintendent according to the severity of the violation.

The above warnings are meant to correct a problem so you can continue to be a productive employee.

There may be exceptions to using this disciplinary procedure in cases where good practice demands immediate suspension or dismissal of an employee. Such examples include, but are not limited to the following:

1. Reporting for duty under the influence of alcoholic beverages, or drugs.
2. Bringing alcoholic beverages or drugs onto school premises or to school sponsored events.
3. Insubordination or disobedience.
4. Theft of school property.
5. Arrest, (not speeding or minor violations), with subsequent conviction, disorderly or immoral conduct on school property or at school sponsored functions.
6. Falsification of application or medical questionnaire.
7. Threats and/or acts of violence, fighting or attempting bodily injury to another while on school property or school sponsored functions.
8. Repeated violations of school regulations.
9. Willful destruction or abuse of school property.
10. Any other action requiring correction.

If an employee violates any of the above rules, then the procedures required by Indiana law for the disciplinary action taken will be implemented.

All Support Staff positions are considered At-Will Employees.

DESCRIPTION OF SUPPORT STAFF

The support staff are those individuals who staff the auxiliary positions deemed necessary for the successful daily operation of the school system.

The support personnel may be assigned or transferred from one position to another at the discretion of their immediate supervisor provided they are qualified for said positions.

Springs Valley Community Schools Corporation organizes their support staff into the following categories: a) Maintenance Personnel; b) Custodial/Corporation Bus Driver Personnel; c) Secretarial/Clerical Personnel; d) Cafeteria Personnel; e) Classroom and Supervisory Instructional Assistants/Aids; f) Health Personnel; g) Technology Personnel; h) Student-at-Risk Employees; and i) Substitute Teachers.

Maintenance Personnel

Maintenance personnel are those individuals who are responsible for the services, activities, and procedures concerned with preserving and maintaining the school corporation's buildings, equipment, and grounds in a satisfactory state of repair. These duties cover a wide range of activities including repairs, replacements, renovations, and adjustments.

The maintenance staff reports directly to the Maintenance Supervisor and the Maintenance Supervisor reports to the Superintendent.

Full-time maintenance personnel work forty hours a week and are eligible for full fringe benefits. In lieu of overtime for hours worked over forty hours per week, the maintenance supervisor may grant comp time to these employees. When comp time is granted, it must be used within 30 days. In addition, for each overtime hour worked, one and one-half (1 ½) hours of comp time are granted.

Custodial Personnel/Corporation Bus Driver

Custodial personnel are those individuals, which provide for the day-to-day facility services that are necessary to keep the school open, safe, and in a sanitary condition.

The custodial staff shall be responsible to the principal of the building for daily assignments when school is in session but also remain under the supervision of the Maintenance Supervisor. The Maintenance Supervisor reports to the Superintendent.

The school corporation pays for these drivers' physical examinations and their required summer safety seminar.

Full-time maintenance personnel work forty hours a week and are eligible for full fringe benefits. In lieu of overtime for hours worked over forty hours per week, the Head Custodian may grant comp time to these employees. When comp time is granted, it must be used within 30 days. For each overtime hour worked, one and one-half (1 ½) hours of comp time are granted.

Secretarial/Clerical Personnel

Secretarial/Clerical personnel are employed in administrative offices to perform all functions associated with secretarial, record keeping, and accounting responsibilities. Included are the treasurers of the corporation.

Secretarial/Clerical employees are responsible to the immediate administrator they serve.

Cafeteria Personnel

Cafeteria employees perform all duties with regard to the preparation and serving of food as assigned by the Cafeteria Supervisor.

Cafeteria employees are responsible to the Cafeteria Supervisor and the Cafeteria Supervisor is responsible to the High School Building Principal or his/her designee.

Classroom and Supervisory Instructional Assistants

Instructional Assistants are employed to assist full-time school personnel with the daily instructional and management process. Duties will vary with the particular assignment or administrator in charge. Included in this classification are the non-certified librarian, world language proctor, art instructor, and study hall supervisors.

Typically, instructional assistants shall work the same schedule as the students within their building. The building administrator in charge may alter this procedure from time to time. Instructional Assistants are responsible to the building principal or his/her designee.

Health Personnel

Health personnel are responsible for attending to the health concerns of students in both buildings, completing all state required health reports, checking student immunization records, providing new staff members training in universal precautions against communicable diseases, and other health related tasks. Included in this category is the school nurse, which must be registered.

The nurse works the same schedule as teachers.

The health personnel shall be responsible to the principals for daily assignments when school is in session but also remain under the supervision of the Superintendent.

Substitute Teachers

Substitute teachers are hired through an outside employment agency and are assigned to take the place of properly licensed teachers during absences.

Substitute teachers must have a substitute Teacher's Certificate or Teacher's License and Extended Criminal history check on file with the employment agency.

Substitute teachers are responsible to the building principal or his/her designee and should report to the office upon arrival and departure.

There are no fringe benefits for substitute teachers provided by Springs Valley Community School Corporation.

Technology Personnel

Technology personnel support technology director in assisting school personnel with any computer issue or question that may arise. Those may include issues with email, internet, viruses, software, etc.

Technology personnel also provide service and maintenance to all school computers to keep them running so that they may be used as needed. They are also responsible for server maintenance and the installation of filter programs and features.

Re- Employment

Employees who work less than twelve months will be re-employed with the beginning of the new school year unless given a notice in writing otherwise. Therefore, they would be ineligible for unemployment. A Letter of Assurance will be sent to all seasonal employees offering employment for the upcoming year.

FRINGE BENEFITS FOR ELIGIBLE SUPPORT STAFF

All of the following benefits are made available to eligible support staff with the only exceptions noted under "Description of Support Staff". The Corporation's share in insurance payments is the same as is negotiated with the Classroom Teachers Association. Contact corporation office for current rates.

Employee eligibility for health insurance is determined by Affordable Health Care Act guidelines.

Employees working 25 hours or more per week are eligible for Dental, Vision, Life and Long Term Disability insurance.

Support staff between the age of 55 and eligibility for Medicare and who have completed ten (10) consecutive years of service as a full-time employee of Springs Valley Community School Corporation will be eligible to continue on the school's health, dental, and vision insurance with the employee paying full costs of insurance. New employees are eligible on the first of the month following date hired.

A. Medical Insurance

Medical insurance will be offered to eligible full time employees as per the teacher's Master Contract.

B. Term Life Insurance

The school corporation will purchase a \$100,000 (\$200,000 accidental death) term life insurance policy for each. The employee may purchase an additional coverage

C. Dental Insurance

The corporation will contribute toward the cost of dental coverage as per the teacher's Master Contract.

D. Vision Insurance

The corporation will full pay for either a single or family plan for vision insurance.

E. Long Term Disability

The corporation will fully pay each employee's long-term disability insurance. There is a 180-day waiting period.

F. Worker's Compensation Insurance

The corporation carries worker's compensation insurance on all employees.

G. Severance/Retirement Pay

At age 55 with 15 years of experience at Springs Valley – accumulated sick leave x \$50.00 per day.

At age 55 with 20 years of experience at Springs Valley – accumulated sick leave x \$60.00 per day.

At age 55 with 25 years of experience at Springs Valley – accumulated sick leave x \$70.00 per day.

H. Public Employee’s Retirement Fund (PERF)

Eligible Support staff who work full time shall participate in the Public Employee’s Retirement Fund (PERF). The school corporation shall contribute the employer’s share to P.E.R.F. and the employee’s share will be deducted from payroll.

I. Leave Days

Leave days (other than bereavement) are based on a fiscal year period. When employment begins at a time other than July 1, leave days will be prorated for that year.

Leave days will be shall be used on a one-half (1/2) day basis.

1. Sick Leave/Family Illness Days

Employees who work nine or ten months per year are entitled to eight (8) days each year. Employees who work 11 or 12 months are entitled to nine (9) days each year.

Total days, which may be accumulated, are as follows:

9/10 month employees – 95

11/12 month employees – 125

Springs Valley also provides sick-leave bank for support staff employees. (See page 22)

Cumulative sick/vacation leave begins July 1.

Full-time employees who work more than 200 days per year and are currently at the maximum sick leave accumulation shall receive the annual allotment of days per school year. Employees may use the above mentioned sick leave days for immediate family. Immediate family shall be defined as spouse, children, parents, stepparents, stepchildren, and grandparents.

2. **Personal Business Days**

Employees may be absent from work without the loss of compensation two (2) days per year in order to conduct personal business.

Unused personal business days shall be added to the employee's accumulated sick leave at the end of each school year.

A written statement must be submitted to direct supervisor for approval and then forwarded to the Superintendent of Schools at least twenty-four (24) hours prior to the absence, if at all possible, setting forth the reason and necessity for such absence.

3. **Bereavement Leave**

Employees shall be entitled to be absent from work without loss of compensation for the death of a spouse, parent, children, stepchildren and grandchildren for six (6) working days within eight (8) calendar days.

Employees shall be entitled to be absent from work without loss of compensation for death of other immediate family members for a period extending not more than five (5) working days within seven (7) calendar days beyond such death. Immediate family shall be defined as: brother, sister, father-in-law, mother-in-law, stepfather, stepmother, grandparents, son-in-law, daughter-in-law, half-brother, half-sister, brother-in-law, sister-in-law, or any other dependent person living in the employee's household.

Employees shall also be entitled to be absent from work without loss of compensation for up to two (2) days per occurrence for the death of any aunt, uncle, first cousin, niece, nephew, grandparent-in-law, great-aunt, great-uncle, great-niece, great-nephew, great-grandparent and great-grandchild.

Up to one (1) day of bereavement leave may be used within one calendar year from date of death for estate/financial matters.

4. **Days with No Pay**

A "Day with No Pay" occurs when an employee misses a workday and has no available paid leave to use on that day. Before an employee is allowed to take a day with no pay, he/she must have used all available paid leave and paid vacation leave days.

Communication with administrator should take place for approval of time off without pay.

Recurring work "Days with No Pay" may result in disciplinary action up to and including dismissal from employment.

5. Paid Holidays

Paid holidays are the following:

New Year's Day	Labor Day	*Martin Luther King Day
*Veterans Day	Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day	½ Day Christmas Eve

* When school is in session on these two days, these days become floating holidays. They may be taken at any time within one calendar year, pending the supervisor's approval.

Treasurers and Deputy Treasurers also receive two days of fall break and the day after Thanksgiving as paid holidays.

Instructional Assistants will receive holiday pay for the following holidays.

New Year's Day	Labor Day	Thanksgiving Day
Christmas Day	½ Day Christmas Eve	

Holiday pay for the night custodian shall be paid at the daytime hourly rate.

6. Paid Vacations

Employees who work 12 months a year and have completed one full year of employment on July 1 are eligible for two weeks' paid vacation.

Employees who work 12 months a year and have a minimum of 20 years of continuous service are eligible for three weeks paid vacation.

Treasurers and Deputy Treasurers also receive paid vacation during Christmas break and Spring break.

Vacation time must be used by July 1 following the year it was earned. Unused vacation time will be forfeited. Due to job requirements, vacation days may be taken prior to July 1(date earned).

An employee who is terminated, quits, or retires prior to using vacation time will forfeit that year's vacation unless the Superintendent gives prior approval.

Vacation time must be scheduled in cooperation with the employee's immediate supervisor.

7. Jury Duty Leave

Springs Valley Community Schools Corporation recognizes all employees have responsibilities toward citizenship and civil government. For that reason, persons duly called upon for jury duty shall be paid their regular salary for each day they have received jury pay. However, it shall be the responsibility of the employee to surrender to the School Corporation the per diem allowances allowed by the court (omitting mileage and expenses) for each day the employee received this full pay and served the court.

8. National Guard Leave

Any employee who is required to do National Guard duty for two weeks will be paid during said time.

9. Family Medical Leave Act (FMLA) Leave

If a staff member requests long term leave for his/her own health conditions, the Corporation may require that all or part of his/her accrued sick leave, personal leave or other forms of compensable time off, be used in conjunction with FMLA leave. If leave is requested for any other FMLA approved reason, a staff member may be required to use all or part of his/her accrued personal leave or other compensable or non-compensable time off in conjunction with FMLA leave. If the staff member has no other compensable leave time remaining, but has FMLA leave time remaining, it will then consist of unpaid leave with the required health care. If the staff member has no compensable leave or FMLA leave remaining, they may apply for unpaid leave.

Support Staff Sick Leave Bank Support Staff

Springs Valley Community Schools has established a "Sick Leave Bank" for all full time support staff employees working a minimum of 5 hours per day at Springs Valley Community Schools. The bank maximum is one hundred (100) days. Employees may contribute days annually to the sick leave bank unless the bank is at its maximum number of days. Employees new to the school system who have not year had a chance to donate to the sick leave bank, may donate up to three (3) of their sick leave days to the bank in order to become a member of the bank, even if the donation increases the number of days in the bank to more than one hundred (100) days.

A sick leave bank committee will be composed of one representative of the administration and two members of the support staff staff. The purpose of said committee is to administer the sick leave bank.

Any support staff employee wishing to use days from the sick leave bank must have donated one (1) or more days to said bank and must first use all of their own sick leave days and accumulated sick leave days before submitting a request to the Sick Leave Bank committee. Requests to the committee for days from the bank shall be acted upon by the committee.

The maximum number of days to be granted per employee shall be thirty (30) school days per school year. It is understood that no employee shall receive more than sixty (60) days with pay from the sick leave bank in any given six (6) consecutive year period. It is further understood that said six (6) consecutive year period shall begin on the first day that an employee shall receive a paid day from the sick leave bank. It is also understood that once the six (6) consecutive year period has expired, an employee is once again entitled to receive up to (60) paid days from the sick leave bank in another given six (6) consecutive year period, again beginning with the first paid day given by the sick leave bank.

It is understood and agreed to that once an employee has received any days from the sick leave bank it is necessary for that employee to donate three (3) days of his or her own sick leave days to the bank the following school year, two (2) the second year, and one day each succeeding year until days are repaid in order to continue to be a member of the sick leave bank and have an opportunity to draw days from the bank in the future. In the event that the number of days in the sick leave bank is at or above one hundred (100) days, an employee who has drawn days from the sick leave bank the previous year shall still be allowed to contribute up to three (3) days of his or her own sick leave days to the bank in order to remain a member of the sick leave bank.

If at any time during the school year, the number of days in the sick leave bank drops below twenty-five (25) days, employees shall be allowed to contribute up to three (3) additional sick leave days to the sick leave bank.